

Monica Gutierrez

Woodland Hills, CA 91364

mg.jc.gd@gmail.com

+1 805 587 5604

Dedicated and motivated Registered Nurse graduate seeking an opportunity where I may provide safe, effective and individualized care for patients. My goal is to continue my education in healthcare and improve the lives of those who I am fortunate enough to care for. As my skills and experience increase, I expect that the quality of service I provide will mirror my growth.

Authorized to work in the US for any employer

Work Experience

School RN

Devoted Educational Solutions - Montague Charter Academy - Pacoima, CA

August 2021 to Present

- Perform vision/hearing assessments and health assessments (checks immunizations, interviews parents regarding health issues/concerns, reviews available health records) for initial and triennial assessments for students with IEPs and for those with signed assessment plans.
- Complete IEP Health Assessment reports for initial and triennial assessments and attend IEP meetings to share findings.
- Advocate for IEP services based on student's diagnosis.
- Initiate care plans for students with complex health problems (pacemaker, tracheotomy, g-tube, seizures, Epi-pens, hearing aids).
- Develop medical protocols or health plans for any child with an IEP, if needed
- Provide training to staff on medical protocols and/or health plans.
- Consult with administrators, general education teachers, special education teachers, and parents regarding student health conditions and their impact in school.
- Perform other duties as assigned.
- Interpret and apply legal mandates, policies and regulations pertaining to special education and safe school operations.

Staff Nurse

Kaiser Permanente - West Los Angeles, CA

February 2020 to Present

- Develops and/or contributes to the individualized plan of care that reflects assessment, planning, implementing, and evaluating the outcomes of that plan.
- Ensures plan shows multidisciplinary planning, consultation, and education.
- Ensures plan is reflective of admission or outpatient database, on-going findings, age appropriate care, cultural specific needs, and appropriate acuity.
- Ensures plan is discussed with patient, family/significant others, and completed in a timely manner.
- Monitors the patients progress based on the plan.
- Revises plan on ongoing basis based on patient condition and evaluation of progress.
- Ensures care meets standards of practice.

- Ensures effective development and completion of discharge plan including discharge barriers and patient/family education.
 - Ensures that patient clearly understands discharge instructions. In outpatient, identify barriers and needs for patient/family education that will facilitate the outpatient medical management plan.
 - Ensures patient safety related but not limited to, medications and procedures utilizing the five rights; patient falls; decubitus prevention and prevention of nosocomial infections.
 - Ensures optimal pain control and patient comfort; identifies and discusses patient anxieties, fears or concerns regarding patient condition, treatment or discharge.
 - Ensures that patient understands medication purpose, side effects, and administration instructions in the hospital as well as at the time of discharge.
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- Promptly answers call lights, alarms, and patient requests.
 - Makes appropriate referrals and facilitates the customers ability to utilize resources.
 - Maintains and protects patient confidentiality
 - Ensures clean, orderly, and functional work environment.
 - Treats all families of patients with courtesy, respect, kindness and compassion.
 - Provides an optimal patient care experience by actively listening to the needs of patients and family members and taking responsibility for meeting those identified needs.
 - Gives patients information in a way they can understand and ensures comprehension.
 - Provides a patient care experience that exceeds members expectations.

Quality Control RN

Infiniti Health, LLC - Van Nuys, CA
June 2021 to October 2021

- The Quality Nurse Consultants oversees the safety of our COVID-19 testing and vaccination site at schools within the LA Unified school district.
- Provide consultation on the clinical quality, infection prevention, and safety aspects of COVID-19 testing operations in several school locations in the Los Angeles area
- Provide clinical supervision, education, consulting, and coordinating support to assigned areas for quality, clinical staff, risk management, and infection control.
- Maintain strong collaborative relationships with operations, external regulatory agencies, principals, physicians, children, families, and school personnel.
- Ensure COVID-19 data entry is completed accurately.
- Serve as the clinical nursing resource for each team.
- Collaborate and provide clinical quality consultation to operational leadership and staff at assigned sites.
- Ensure that testing sites are following healthcare standards, policies/procedures, and safety regulations.
- Assist with any medical emergencies for children or staff during COVID-19 testing.
- Use clinical licensure to evaluate and train other clinical staff on infection control, quality processes, and best practices.
- Collect daily audits regarding quality indicators and provide daily recommendations for improving processes to enhance quality and promote safety.
- Apply performance improvement methodology to address improvement opportunities.
- Utilize evidence-based guidelines, protocols, and other clinical tools to reduce variation in clinical practice and to optimize clinical outcomes.
- Support comprehensive infection control programs for surveillance, data collection, reporting, and control of infections across schools and other sites.

- Promote patient safety and risk management programs and support incident reporting mechanisms.
- Support a safe culture through reporting unusual events, design of systems for safety, and reliable practices.
- Support infection prevention and control activities.

Quality Assurance Analyst

Bank of America - Westlake Village, CA

February 2015 to March 2017

CID/CFPB: Quality Assurance Analyst, 2015 - March 2017

- Daily (time-sensitive) processing of claims

Post Sale FHA Conveyance/Eviction: Quality Assurance Analyst, 2013 - 2015

- Process evictions and foreclosures observing FHA guidelines
- Minimize curtailments; ensure property preservation completed per investor guidelines
- Daily (time-sensitive) processing of electronic conveyances to HUD
- Review bankruptcy, eviction, and foreclosure claims
- Minimize losses during the foreclosure and conveyance process
- Resolve escalated issues or obtain resolutions through AQM Tool and communication with manager
- Process FHA 601 Claims; FHA Part B; FHA Part A; and FHA Part A Curtailments

Foreclosure Specialist II

Foreclosure Finance

March 2012 to February 2013

Foreclosure Finance: Foreclosure Specialist II, March 2012 - 2013

- Processed CC6 spreadsheets and time-sensitive CC6 approvals/payment requests
- Requested and monitor (Macro) payments through Fees Due in timely manner
- Direct interface with vendors to accurately and efficiently resolve outstanding invoices
- Manage CashPro process and Fees Due manual payments

Accountant/Purchasing Agent

US National Guard, Van Nuys - Simi Valley, CA

September 2006 to May 2012

- Created profit checks for sales representatives per sale
- Maintained Microsoft Access and QuickBooks finance management system
- Direct vendor, supplier, and customer interface for finance documentation
- Corporate contact for Simi Valley product installation department
- Managed and tracked orders and instructions for product installation

US Army - Fort Bliss, TX

September 2005 to August 2006

93G, October 2003 - September 2005

Education

Bachelor of Science degree in Nursing

West Coast University - North Hollywood, CA

April 2017 to August 2019

Associate of Science in Accounting/Finance

Moorpark College - Moorpark, CA

June 2008 to June 2010

Skills

- Registered nurse
- RN
- Home Health
- Med Surg
- Hospital
- Staff Nurse
- Problem-solving
- Team Work
- Reliability
- Critical Care Experience
- Medication Administration
- Patient monitoring
- Epic
- EMR Systems
- Quality control
- Vital Signs
- Flexibility
- SharePoint
- Quality management
- Discharge planning
- Acute care
- English
- Typing
- Windows
- Spanish
- Bilingual

Military Service

Branch: United States Army

Rank: E4

Certifications and Licenses

Registered Nurse (RN)

September 2021 to September 2023

Advanced Cardiovascular Life Support (ACLS)

May 2021 to May 2023

Basic Life Support (BLS)

May 2021 to May 2023

Fire Safety

May 2020 to May 2024

CPR Certification

BLS Certification

AHA Certification

Assessments

Work style: Reliability — Proficient

September 2020

Tendency to be dependable and come to work

Full results: [Proficient](#)

Case management & social work — Proficient

September 2020

Prioritizing case tasks, gathering information, and providing services without judgment

Full results: [Proficient](#)

Electronic health records: Best practices — Highly Proficient

September 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Highly Proficient](#)

Active listening — Familiar

September 2020

Actively listening and appropriately responding in conversations

Full results: [Familiar](#)

Clinical judgment — Highly Proficient

May 2021

Assessing a patient's condition and implementing the appropriate medical intervention

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS & QUALIFICATIONS

- CA Registered Nurse 95206785